Instructions & Defined Vocabulary for OPLD Bulk Upload

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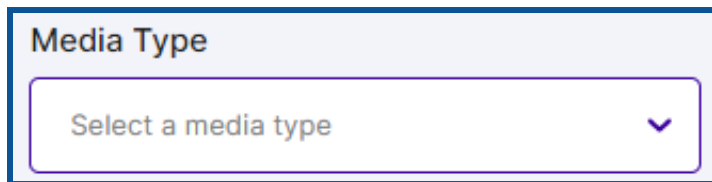
Instructions for Bulk Upload

Organizations with managed registration systems may be able to download listings from their system, copy them into the directory template, and upload them all at one time. To upload a group of listings please use the template provided and follow these steps:

1. Open the template. Do not change any of the column names, or add, remove, or change the position of any of the columns.

2. Copy and paste your listing data into the appropriate column in the template.
    a. Optional fields may be left blank. All required fields must have the correctly formatted field value.
    b. For date fields the required format is MM/DD/YYYY. Excel will often attempt to impose a different format. Only MM/DD/YYYY will be accepted.
    c. For fields with dropdown values, your values must match those used in the "Create a Listing" form (i.e. upper and lower case must match). Any other value will result in an error.
    d. For fields (such as Topics) that can have multiple values, use the semicolon (;) to separate values.
    e. For Long Description the field character limit is 1000 or less. The Short Description is limited to 140 characters and the Title is limited to 80 characters.

3. Save the completed template as a CSV file – make sure your spreadsheet program does not change the format.

4. Select the CSV button on the "Create a Listing" form and select your file. You will receive an error message if the format or content is incorrect. If your upload is successful, you will see your new entries on your dashboard.

Exact Vocabulary

To upload properly, all fields with controlled vocabulary (i.e., any field using a pull-down menu) requires that you use the precise language used in the drop-down. **This includes spelling, punctuation and capitalization.** For your reference, the drop-down fields are shown below, followed by the specific language that is accepted for upload.

Allowed Values:

Recording
Document
Event
Course

Topic (Max = 5)

Select a topic ⌄

Allowed Values:

- Assessment & Data Use
- Career & Workforce Development
- Classroom Management
- Coaching & Mentoring
- Culturally Responsive Instruction
- Differentiation
- Digital Literacy & Technology Integration
- Diversity, Equity, Inclusion
- Early Childhood
- English Language Learners
- Gifted Education
- High-Quality Instructional Materials
- Instructional Planning
- Leadership
- Literacy / Dyslexia
- Mental Health, Wellness & Safety
- Online & Blended Teaching
- Parent & Community Engagement
- Personalized Learning
- Project-based Learning
- Social Emotional Learning
- Special Education
- State Required
- Teaching in Content Areas
- Other

Audience

Select an audience ⌄

Allowed Values:

- Teachers
- Coaches & Mentors
- School Counselors & Social Workers
- Principals

Administrators
ESCs

OH Teaching Standards (optional)

| Select standard | ⌄ |

Allowed Values:

Teachers understand student learning and development and respect the diversity of the students they teach.

Teachers know and understand the content area for which they have instructional responsibility.

Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning.

Teachers plan and deliver effective instruction that advances the learning of each individual student.

Teachers create learning environments that promote high levels of learning and achievement for all students.

Teachers collaborate and communicate with students, parents, other educators, administrators and the community to support student learning.

Teachers assume responsibility for professional growth, performance and involvement as an individual and as a member of a learning community.

Grade Span

| Select grade span | ⌄ |

Allowed Values:
  PreK
  Elementary
  Middle
  High

Credit Type (optional)

| Select one | ⌄ |

Allowed Values:
  CEUs
  Graduate Credit
  Contact/Clock Hours

Certificate
Badge